

Job Opportunity Town Clerk's Office

Deputy Clerk –

Skill in use of a personal computer, office practices and procedures, record maintenance, ability to deal with the public in a professional manner. Ability to plan, organize and work independently.

The successful candidate will be trained to be responsible for keeping motor vehicle records, vital statistics, election and motor vehicle law.

The deputy will be responsible for making official reports, collecting fees and serving as an election official.

Job requirements include that the candidate must be a resident of New Boston, commissioned as or willing to be commissioned as a Justice of the Peace and/or Notary Public. Certification provided by the New Hampshire Department of Motor Vehicles to use the state computer program. High School Diploma or GED is required. At least two years of finance related experience or office management, record keeping or related clerical work. The successful candidate must have the ability to be flexible with hours and work three Fridays a month along with preparing for elections and available on election day and to cover for vacations or illnesses.

Please respond in writing or e-mail not later than April 2, 2014 to: Irene Baudreau, P O Box 250, New Boston NH 03070 or

i.baudreau@newbostonnh.gov